



OFFICE OF STATE BUDGET

AGENCY TRAINING

BUDGET/REVENUE ENTRY

September 1, 2005

STATE BUDGET DEVELOPMENT SYSTEM

On-Line ENTRY PROCESS
September 1, 2005

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STARTUP PROCEDURES

START-UP PROCEDURES
TO BEGIN AN ON-LINE SESSION
September 20, 2001

Access the mainframe to the normal >welcome= screen resembling the following -

S C BUDGET AND CONTROL BOARD 167.7.4.118	
STATE DATA CENTER	FDS
TCP/IP GATEWAY	

TYPE 'ACOMPLET' and press <ENTER>. The next screen is the **COM-LETE System Logon** screen. It will appear asking for your user id and password. If you have not been assigned these or you don't know what they are, contact the appropriate analyst in the Budget Office for assistance. 'FDSCOM' is used only by OSB, CG and Treasurer.

There are four options at the bottom of the screen and the cursor is at the first one -

USER ID: abcdef
PASSWORD: xxxxxx
NEW PASSWORD:
GROUP (RACF):

Enter the user id that has been assigned at the first line (i.e. ASAMPLE). <TAB> Enter the password at the second line. <ENTER>

For those with access to the second CIO mainframe - you will see a screen like Figure 1. Those who access the **Office of Human Resources** database or the **Office of Insurance Services** database will have a similar screen.

15:44:18		TID 71		V5.1.3		User USERID		08/13/2003	
				-- COM-PASS --				USTS	
Suspended Programs				Program Services					
-----				-----					
Programs	Name	C Level	PF	Service Description	Programs	ID	PF		
-----	-----	-	----	-----	-----	--	--		
				PROD NATVSAM V228 CG	N28C	A	04		
				FDS PRODUCTION DB	N28F	C	05		
Enter Input:				HELP ?					

LU Name: FNET0077		HC TID:		Recall: =		Language: 001			
Devtype: 3279 VS		Device:		Suspend: < PA1		Case : UPPER			
Lines : 24		Key: PA2		Jump: NO NO					
Columns: 80									

Figure 1

Under "**Enter Input**" on the lower left of the screen , enter the appropriate choice to access the FDS PRODUCTION DB '**C**' and press <**ENTER**>.

Those who will access the OSB database only will have Figure 2. This menu lists three applications from which you may choose two at this time. Option '**C**' is used during the Spring Legislative session.

08/13/2003 10:37:31	STATE BUDGET DEVELOPMENT SYSTEM ESTABLISH NEW YEAR BUDGET DATA	MENUM1 USER ID
***** *** THIS MENU IS FOR SELECTION OF INITIAL BUDGET DATA MAINTENANCE ONLY !! *** *** ALL MAINTENANCE HERE WILL AFFECT THE BUDGET TEMPORARY FILE BUD-TEMP!! *** *****		
A - xxxx-xxxx AGENCY BUDGET DATA MAINTENANCE		
B - xxxx-xxxx AGENCY REVENUE DATA MAINTENANCE		
C - xxxx-xxxx APPROPRIATION/REVENUE INQUIRIES		
X - RETURN TO MAIN BUDGET MENU		
PLEASE ENTER CODE: _		

Figure 2

Select option '**A**' for Budget detail data entry, '**B**' for Revenue data entry.

TO END AN ON-LINE SESSION

When you are finished with your session, back out by entering an "x" in the selection field or pressing <**PF3**> until you are again on the screen with

S C BUDGET AND CONTROL BOARD 167.7.4.118	
STATE DATA CENTER	FDS
TCP/IP GATEWAY	

Figure 3

This completes the session.

AGENCY EXPENDITURE ENTRY

AGENCY EXPENDITURE ENTRY

August 13, 2003

INTRODUCTION

The budget system was developed to give the user more current data so that he/she may produce more accurate production reports and have the very latest information.

GENERAL SYSTEM OVERVIEW

August 13, 2003

In this system, the authorized user has access to all valid records that deal with the agency's budget detail of expenditures and can ensure accuracy and timeliness of all available data.

Refer to Figure 2. **Selecting option 'A'** will give you add, change, delete and print capabilities for Detail of Expenditure, Reconciliation and Employer Contribution data on the temporary file BUDTEMPPP.

If at any time you wish to exit the system from a menu, select option 'X' or <PF3>. You will be returned to the MAIN menu from which you may either choose another selection or exit from your session.

PURPOSE OF NEW YEAR BUDGET FILE

At the beginning of each new budget year a master file will be created from the final appropriations and comptroller general's actual expenditures. This file will be built in a temporary file - BUDTEMPPP. When the file is completed, worksheets for all agencies are printed, and adjustments to the data can be made.

SELECTING OPTION 'A' WILL DISPLAY THE FOLLOWING MENU:

08/13/2003 14:31:42	STATE BUDGET DEVELOPMENT SYSTEM BUDGET DETAIL MENU	ABD100M0 USERID BUDTEMPPP
***** THIS IS AN UPDATE TO THE BUDGET ***** ***** TEMPORARY FILE BUD-TEMP *****		
A - ADD BUDGET DETAIL RECORDS (110) L - LIST/MAINTAIN BUDGET DETAIL (115) C - RECONCILIATION (120) E - EMPLOYER CONTRIBUTIONS (135) R - RENUMBER BUDGET PAGE (130) M - RECONCILIATION PROGRAM CHANGE (124) P - PRINT REPORT MENU (150) I - INQUIRY (105) X - EXIT		
PLEASE ENTER CODE: *		

Figure 4

DETAIL OF EXPENDITURES

Additional information on Detail of Expenditure records is included in **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

ADD NEW RECORDS

This screen should be used in order to add a new program to an agency.

Selecting option 'A' on the Budget Detail Menu (Figure 4) will allow addition of new records. This should be used to add a new program or large number of lines or a new page of data.

The primary screen (Figure 5) is for entry of RECOMMENDED YEAR funds. Figures 6, 7, 8 show the screens for entry of ACTUAL and CURRENT YEAR funds (6), RECOMMENDED YEAR ftes (7), ACTUAL and CURRENT YEAR ftes (8). Each screen allows for the entry of six lines. Figures 6, 7, 8 show only the entry of a one line, for format. Use of PF keys will allow moving from one of these screens to another - <PF4> shows ACTUAL and CURRENT YEAR AMOUNTS (A/C- \$), <PF5> shows RECOMMENDED YEAR AMOUNTS (R-\$), <PF6> shows ACTUAL and CURRENT YEAR ftes (A/C-F), <PF7> shows RECOMMENDED YEAR ftes (R-F).

Primary screen or option <PF5> RECOMMENDED YEAR AMOUNTS

08/13/2003 10:39:40	STATE BUDGET DEVELOPMENT SYSTEM ADD BUDGET DETAIL RECORDS RECOMMENDED AMOUNTS	ABD110M2 USERID BUDTEMP
AGENCY: L48 S A M P L E A G E N C Y		PAGE: 020
SEL LINE	BUDCODE PROGRAM	TITLE / AMOUNTS - GEN / FED / EARMK / RESTR TCD
---	---	-----
-	GEN\$ _____ FED\$ _____	ERM\$ _____ RST\$ _____
-	GEN\$ _____ FED\$ _____	ERM\$ _____ RST\$ _____
-	GEN\$ _____ FED\$ _____	ERM\$ _____ RST\$ _____
-	GEN\$ _____ FED\$ _____	ERM\$ _____ RST\$ _____
-	GEN\$ _____ FED\$ _____	ERM\$ _____ RST\$ _____
-	GEN\$ _____ FED\$ _____	ERM\$ _____ RST\$ _____
Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
EXIT		MENU

Figure 5

Option <PF4> ACTUAL and CURRENT YEAR FUNDS

08/13/2003	STATE BUDGET DEVELOPMENT SYSTEM	ABD110M1
10:38:48	ADD BUDGET DETAIL RECORDS	USERID
	ACTUAL/CURRENT YEAR AMOUNTS	BUDTEMPPP
AGENCY: L48 S A M P L E A G E N C Y		PAGE: 020
SEL LINE	BUDCODE PROGRAM	ACTUAL YR TOT CURR YR TOT CURR YR GEN TCD
---	---	-----

-		
Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
EXIT A/C-\$ R-\$ A/C-F R-F		MENU

Figure 6

Option <PF7> RECOMMENDED YEAR FTEs

08/13/2003	STATE BUDGET DEVELOPMENT SYSTEM	ABD110M4
10:40:36	ADD BUDGET DETAIL RECORDS	USERID
	RECOMMENDED FTE'S	BUDTEMPPP
AGENCY: L48 S A M P L E A G E N C Y		PAGE: 020
SEL LINE	BUDCODE PROGRAM	TITLE / FTE'S - GEN / FED / EARMK / RESTR TCD
---	---	-----

-		
GENF _____ FEDF _____ ERMF _____ RSTF _____		
Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
EXIT A/C-\$ R-\$ A/C-F R-F		MENU

Figure 7

Option <PF6> ACTUAL and CURRENT YEAR FTEs

08/13/2003	STATE BUDGET DEVELOPMENT SYSTEM	ABD
		110M3
10:40:05	ADD BUDGET DETAIL RECORDS	USERID
	ACTUAL/CURRENT YEAR FTE'S	BUDTEMPPP
AGENCY: L48 S A M P L E A G E N C Y		PAGE: 020
SEL LINE	BUDCODE PROGRAM	PYR TOT FTES CYR TOT FTES CYR GEN FTES TC
---	---	-----

-		
Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
EXIT A/C-\$ R-\$ A/C-F R-F		MENU

Figure 8

The agency number will be maintained throughout the entry process.

The page number must be entered as a three (3) digit number and should be incremented by 5. For example, PAGE 5

The items that you may enter on the screen are:

- * PROGRAM LEVEL
- * BUDGET CODE
- * DESCRIPTION
- * PROGRAM TOTAL/SUBTOTAL CODE
- * ACTUAL YEAR ACTUAL EXPENDITURES AND/OR FTES
- * CURRENT YEAR TOTAL AND STATE EXPENDITURES AND/OR FTES
- * RECOMMENDED BASE STATE, FEDERAL, EARMARKED AND RESTRICTED AMOUNTS/FTES

Each item listed above is covered in the following paragraphs.

* **PROGRAM LEVEL**

Program level is required for all records. This is the eight digit number representing the program level for the expenditure. This number must be entered for each new record. The number must be a valid program level. If you don't know what the program level number is or are not sure if it is defined to the system, put a '?' at the first position of the program field and <ENTER>. You will be given a listing of valid program numbers for the agency. If you have entered a valid program and do not enter a budget code or any values in the amount or fte fields, you must enter a description. You are, in fact, creating a title line. Title lines are needed for new programs.

New programs must be approved by the Governor's office. The structure will be added to the table maintenance system by OSB before the agency enters the information.

* **BUDGET CODE**

The budget code is a five digit number describing the expenditure. If you enter any amounts on the screen, you must enter a budget code. The code you enter must be a valid code. You may put a '?' in the first position of the budget code field to see valid codes. Certain budget codes will allow the user to enter a description and some must use a preset description.

* **DESCRIPTION**

A description need not always be entered by the user. If you leave this field blank and a description is supplied by the system, it will be displayed. If you enter a description, you have 45 characters to do so. There will be a message requesting the description be entered.

The following budget codes will allow you to enter a description:

10100, 10159, 10161, 40000, 50000, 60000, 70000 and 80000 and
all budget codes beginning with a "3" or a "9"

* **PROGRAM TOTAL/SUBTOTAL CODE**

The budget data contain many totals and subtotals. All of these amounts are calculated and would correctly fall when there is a break in the program, subprogram, element and sub-element level. This is not always necessary. There must be a way to allow flexibility to handle a break when or where the agency or the budget analyst desires. This field is used to designate when a program level total or subtotal is desired. The code should be entered in the record before the necessary total or subtotal.

The following codes are used for triggering subtotals.

<u>CODE</u>	<u>DESCRIPTION</u>	<u>GENERATED BUDGET CODE</u>
1	PROGRAM TOTAL	99991
2	SUBPROGRAM	99992
3	ELEMENT	99993
4	SUB-ELEMENT	99994

The agency total is created automatically and is shown as a '**99995**' line.

The following codes are used to denote combinations of total/subtotals. The subtotal combinations will be printed one after the other. For example, if code 'D' was entered, the next lines would be the sub-element total and the element total.

A	4,3,2,1
B	4,3,2
D	4,3
H	3,2,1
J	3,2
L	2,1

*** ACTUAL YEAR ACTUAL EXPENDITURES AND/OR FTES**

This field will be balanced from the comptroller general's year end records, where possible. Only the total funds amount is shown. The analyst and agency will know if these amounts should be adjusted.

*** CURRENT YEAR TOTAL AND STATE AMOUNTS/FTES**

The current amount fields are for the current operating year. These two fields will be balanced by the budget analyst. The analyst and agency will know if these amounts should be adjusted. Enter total and state amounts. If this is a detail for a new program, these lines would be blank. Also adjust the appropriate ftes.

*** RECOMMENDED BASE**

State, federal, earmarked, and restricted amounts/ftes

The recommended fields are the amounts that are recommended for the agency's base budget - both dollars and ftes.

For all of these fields, you may enter up to eleven digits for dollar amounts and nine digits for fte amounts. Do not enter commas or leading zeros. Decimal point should be put in fte, if a fraction. Up to two places after the decimal may be used.

Notice that total amounts are not entered. They will be calculated for you.

After the data has been entered, both funds and ftes, put the 'A' in the 'SEL' column for each line, press <ENTER>.

A message will be displayed that x records have been added to the database.

LIST/MAINTAIN/DELETE RECORDS

Selecting option 'L' on the Budget Detail Menu (Figure 4) will allow you to list, change, delete or add detail of expenditure records.

If the agency, page and/or line number are valid, you will get the following display (Figure 10). The first record will be the page and line selected followed by the next records for the agency. <ENTER> will access the next 6 records.

08/13/2003	STATE BUDGET DEVELOPMENT SYSTEM		ABD115M2
10:29:58	LIST/MAINTAIN BUDGET DETAIL RECORDS		USERID
RECOMMENDED AMOUNTS			BUDTEMP
AGENCY: L48 S A M P L E A G E N C Y			PAGE: 020
SEL LINE BUDCODE PROGRAM TITLE / AMOUNTS - GEN / FED / EARMK / RESTR TCD			

C	0300	10159 01000000	APPLICATION ANALYST
		GEN\$ 35000 FED\$ ERM\$ RST\$	_____
-	0500	10170 01000000	OTHER PERSONAL SERVICE
		GEN\$ 15000 FED\$ ERM\$ RST\$	_____
-	0700	21201 01000000	OTHER OPERATING EXPENSES
		GEN\$ FED\$ ERM\$ RST\$	_____
END OF AGENCY L48 PAGE 001 RECORDS			
Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
PREV NEXT EXIT A/C-\$ R-\$ A/C-F R-F TOTAL RECON MENU			

Figure 10

<ENTER> will scroll down the page, at the bottom of the page <ENTER> will return to the top of the page. <PF1> displays the previous page of detail, <PF2> displays the next page of detail, <PF10> displays the totals for the agency (Figure 13) and <PF11> displays the corresponding reconciliation for the detail page of data (Figure 15).

The items that you may update on the screen are:

- * **PROGRAM LEVEL**
- * **BUDGET CODE**
- * **DESCRIPTION**
- * **PROGRAM TOTAL/SUBTOTAL CODE**
- * **ACTUAL YEAR ACTUAL EXPENDITURES AND/OR FTES**
- * **CURRENT YEAR TOTAL AND STATE AMOUNTS/FTES**
- * **RECOMMENDED BASE - STATE, FEDERAL, EARMARKED, AND RESTRICTED AMOUNTS/FTES**

These are described on pages 12-13.

Enter 'C' in the 'SEL' column.

Notice that total amounts are not shown. They will be re-calculated for you. After all data has been changed on the screen, check it carefully. If it is correct, press <ENTER> to process. Use of the <PF10> key will show updated program or subprogram totals.

In the following example, we have modified the description of line 0300 (Figure 11).

08/13/2003 10:29:58	STATE BUDGET DEVELOPMENT SYSTEM LIST/MAINTAIN BUDGET DETAIL RECORDS RECOMMENDED AMOUNTS	ABD115M2 USERID BUDTEMPPP
AGENCY: L48 S A M P L E A G E N C Y		PAGE: 020

SEL	LINE	BUDCODE	PROGRAM	TITLE / AMOUNTS - GEN / FED / EARMK / RESTR	TC
-----	------	---------	---------	---	----

C	0300	10159	01000000	TECHNICAL SUPPORT SPEC III	
		GEN 35000	FED	ERM	RST
_	0500	10170	01000000	OTHER PERSONAL SERVICE	
		GEN 15000	FED	ERM	RST
D	0700	21201	01000000	OTHER OPERATING EXPENSES	
		GEN	FED	ERM	RST

END OF AGENCY L48 PAGE 001 RECORDS

Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

PREV NEXT EXIT A/C-\$ R-\$ A/C-F R-F TOTAL RECON MENU

Figure 11

If, instead of pressing <ENTER>, you press <PF3>, the update will be canceled and the change will have to be reentered.

If the agency, page and line number are valid, you will receive a message verifying the changes. For this example we have entered Agency: L48, Page:020, Lines: 0300, 0500, 0700.

Entering 'D' in the >SEL= of line 0700 will allow you to delete this detail of expenditure record from the master file. (Figure 12)

08/13/2003 10:41:15	STATE BUDGET DEVELOPMENT SYSTEM DELETE BUDGET DETAIL RECORD	ABD115M5 USERID BUDTEMPPP
------------------------	--	---------------------------------

AGENCY: L48	PAGE: 001 LINE: 0700	YR: xxxx
RECORD TYPE: 41	PROGRAM: 01000000	BUDGET CODE: 21201
DETAIL DESCRIPTION: OTHER OPERATING EXPENSES		
PROGRAM TOTAL/SUBTOTAL CODE:		

ACTUAL YEAR ACTUAL EXPENDITURES:	
TOTAL AMTS:	TOTAL FTES:

CURRENT YEAR APPROPRIATED FUNDS:	
TOTAL AMTS:	TOTAL FTES:
STATE AMTS:	STATE FTES:

	TOTAL	STATE	FEDERAL	EARMARKED	RESTRICTED
RECOMM. BASE AMTS:	25,000	25,000			
FTES:					

ENTER 'Y' TO DELETE RECORD (Y/N): Y

Figure 12

If this is the correct record that you wish to delete, enter a 'Y' at the prompt to confirm the action. If, for some reason, it is not the correct record, press <PF3> to cancel and return to the menu. <ENTER> will order lines numerically.

Records may also be added using the 'L' option. At the end of the selected records, enter the data for the new record (\$ and ftes) and 'A' in the 'SEL' column, <ENTER>. <ENTER> again will show the line/s in the correct place. See instructions on pages 12-13.

USING THE PF KEYS

Please note the pf keys listed at the bottom of each screen. They allow you to "jump" to other applications instead of returning to the menu.

SOME OF THE PF KEYS THAT ARE USED ARE

<ENTER> =	CONTINUE	<PF1> =	PREVIOUS PAGE
<PF2> =	NEXT PAGE	<PF3> =	CANCEL
<PF4> =	ACTUAL YEAR FUNDS	<PF5> =	RECOMMENDED YEAR FUNDS
<PF6> =	ACTUAL YEAR FTES	<PF7> =	RECOMMENDED YEAR FTES
<PF10> =	PROGRAM TOTALS	<PF11> =	RECONCILIATION PAGE
<PF12> =	MAINMENU		

AGENCY PROGRAM TOTALS

Using <PF10> will show the agency=s program totals

08/13/2003		STATE BUDGET DEVELOPMENT SYSTEM					ABD140M1	
15:12:11		DETAIL OF EXPENDITURE TOTALS					USERID	
							BUDTEMP	
AGENCY	L48	S A M P L E A G E N C Y						
		----- xxxx-xxxx -----						
		ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED		
		TOTAL FDS	GEN FDS	FED FUNDS	EARMK FDS	RESTR FDS		
ADMINISTRATION								
		3,292,604	1,284,191			2,008,413		
JOINT BOND REVIEW								
		8,049,613	6,604,752			1,444,861		
EMPLOYEE BENEFITS								
		1,188,736	680,996			507,740		
TOTAL LEG. DEPT-HOUSE OF REPRESENTA								
		13,371,894	8,569,939			4,801,955		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---								
CONT		PREV A/C\$		A/C-F R-F		MENU		

Figure 13

Use the standard PF keys for recommended year funds, actual/current year ftes and recommended year ftes.

RECONCILIATION

Additional information on Reconciliation records is included in the section **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

ADD/LIST/MAINTAIN/DELETE RECORDS

Selecting option 'C' on the Budget Detail Menu (Figure 4) will allow you to add, list, change, delete reconciliation records.

Instructions for entering agency, page and line are on page 11.

If the data that you've entered thus far is valid, you will get the following display (Figure 14). For this example we have entered agency: L48, page: 006, program level 01000000.

08/13/2003	STATE BUDGET DEVELOPMENT SYSTEM	ABD120M0
10:57:51	MAINTAIN RECONCILIATION RECORDS	USERID
		BUDTEMP
AGENCY: L48 S A M P L E A G E N C Y		PAGE: 006
PROGRAM: 01000000 (REQUIRED FOR ADD)		CREATE NEW PAGE: <u>N</u>

S LINE	TCD	DESCRIPTION	TOTAL AMOUNT	STATE AMOUNT
- ---	--	-----		
- ---	-	_____	_____	_____
- ---	-	_____	_____	_____
- ---	-	_____	_____	_____
- ---	-	_____	_____	_____
- ---	-	_____	_____	_____
- ---	-	_____	_____	_____

<ENTR>=CONT <CLR>=RESTART <PF3>=EXIT <PF9>=DEL <PF11>=DETAIL <PF12>=MAIN

Figure 14

Standard lines for a program's reconciliation have been generated. The only time it should be necessary to generate a page of reconciliation is for a new program. Only lines with a number may be changed, others are generated as subtotals for each year and totals for the reconciliation.

<PF9> will allow deleting an entire Reconciliation page. <PF11> will return to the appropriate detail records page.

<ENTER> will scroll to the next six lines until the end of page, <ENTER> will return to the top of the page.

An agency could have a particular type of funding that requires a different description in the reconciliation. If this is the case, an existing line that is not necessary could have the description changed or a new line could be created, being careful to use a valid number for the year (0100-1200 - CURRENT year, 2000-3000 - RECOMMENDED year).

Enter 'A' in the 'SEL' column.

The items that you may enter on the screen are:

- * **PROGRAM NUMBER**
- * **TITLE CODE**
- * **DESCRIPTION**
- * **RECOMMENDED TOTAL AND GENERAL FUNDING**

Each item listed is covered below.

* **PROGRAM NUMBER**

The program number is an eight digit number specifying the program for which funding has been recommended. The number you enter here must have funds specified for it on the preceding detail of expenditure page. If not, you will receive a message stating that "no details exist for the program".

* **TITLE CODE**

Some reconciliation lines in printed reports are only title lines. If you are adding a title line which will have no figures in the amount fields, enter a 'T' in this field. This will indicate to the system that this is a reconciliation title line. If it is not a title line, leave blank.

* **DESCRIPTION**

This is a description of the reconciliation line. These are generated for most all lines.

* **RECOMMENDED TOTAL AND GENERAL FUNDS**

These amounts are the total and state funds which are applicable for the line description - not the program. Note that there may be several lines or records for the reconciliation of any given program. Enter here only the amounts that are effected by this particular description.

For both fields, you may enter up to eleven digits. Don't use commas. If a field is a negative, enter a minus sign before the amount.

After the data has been entered, 'A' in the 'SEL' column, press <ENTER> and the records will be added. Press <PF3> and all transactions will be canceled.

Enter 'C' in the 'SEL' column to change data.

The items that you may update on the screen are:

- * **PROGRAM NUMBER**
- * **TITLE CODE**
- * **DESCRIPTION**
- * **RECOMMENDED TOTAL AND GENERAL FUNDS**

These are described above.

After the data has been changed, press <ENTER> and the records will be updated.

Enter 'D' in the >SEL= column will allow you to delete a reconciliation record from the master file. All unused Reconciliation records will be deleted by OSB.

Enter the new page number, program structure and **Enter 'Y' in the CREATE NEW PAGE** option at the top of the screen and <ENTER> will create a complete page of RECONCILIATION records for a new program.

EMPLOYER CONTRIBUTIONS

Selecting option 'E' on the Budget Detail Menu (Figure 4) will allow access to the Employer Contribution records.

Additional information on Employer Contribution records is included in the section **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

08/13/2003 15:20:43	STATE BUDGET DEVELOPMENT SYSTEM LIST/MAINTAIN EMPLOYER CONTRIBUTION RECORDS RECOMMENDED YEAR AMOUNTS	ABD135M1 USERID BUDTEMP
------------------------	--	-------------------------------

AGENCY: L48 S A M P L E A G E N C Y

SEL	LINE	BUDCODE	TITLE	/	AMOUNTS - GEN / FED / EARMK / RESTR
---	---	-----	-----		-----
-	0200	81301	ST RETIREMENT-STATE EMPLOYEES		_____
	GEN\$		FED\$	ERM\$	RST\$
-	0300	81302	ST RETIREMENT-PUB SCHL EMPLOYEES		_____
	GEN\$		FED\$	ERM\$	RST\$
-	0400	81303	RETIREMENT-POLICE INSURANCE AND ANNUITY FUND		_____
	GEN\$		FED\$	ERM\$	RST\$

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT EXIT A/C-\$ R-\$ MENU

Figure 15

The differences between entering detail of expenditure records and employer contribution records are:

- All employer contribution records have a budget code beginning with an '8' and cannot be changed;
- the program level is not used;
- all descriptions are fixed, based on the budget code, and cannot be changed.

Three total lines are shown -

1. Generated total line showing the amounts from the Employee Benefits program 95000000
2. A total line for the amounts on the employer contribution page
3. A line showing the differences between 1 and 2.

RENUMBER A PAGE

When it is necessary to add a new program with its reconciliation, it may also be necessary to change page numbers on an existing detail of expenditure and reconciliation program.

In order to do this, **select option 'R'** from the Budget Detail Menu (Figure 4).

08/13/2003 13:47:23	STATE BUDGET DEVELOPMENT SYSTEM RENUMBER BUDGET PAGE	ABD130M2 USERID BUDTEMP
AGENCY: L48 S A M P L E A G E N C Y		
OLD PAGE NUMBER: *** NEW PAGE NUMBER: ***		
MARK ONE RECORD TYPE:		
<input type="checkbox"/> DETAIL OF EXPENDITURE		
<input type="checkbox"/> RECONCILIATION		
<input type="checkbox"/> EMPLOYER CONTRIBUTIONS		
Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
EXIT A/C-\$ R-\$ A/C-F R-F MENU		
<ENTR>=CONT <CLR>=RESTART <PF3>=EXIT <PF12>=MAINMENU		

Figure 16

Enter the old page number and the new page number. The agency number is protected. Enter 'X' by the type record to be renumbered. **<ENTER>** will renumber the page.

SOURCE OF FUNDS

Additional information on Source of Funds records is included in **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

The Source of Funds page is generated using the CG's AAA report, the allocations and revenue (for federal and other funds).

This data is available as part of the inquiry screen. This report is computer generated.

PERSONAL SERVICE SUMMARY

Additional information on the Personal Service Summary is included in **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

This data is available as part of the inquiry screen. This report is computer generated.

Use the standard PF keys to scroll for actual/current funds, actual/current ftes and recommended ftes.

RECONCILIATION PROGRAM CHANGE

Option 'M' is used to renumber a reconciliation page to fall immediately the appropriate detail of expenditure page.

08/13/2003 13:16:43	STATE BUDGET DEVELOPMENT SYSTEM CHANGE RECONCILIATION PAGE PROGRAM LEVEL	ABD124M0 USER ID BUDTEMPPP
AGENCY: L48 S A M P L E A G E N C Y		PAGE: ***
PROGRAM:		
NEW PROGRAM: *****		CHANGE PROGRAM LEVEL: N
LINE TCD DESCRIPTION	TOTAL AMOUNT	STATE AMOUNT

<ENTR>=CONT <CLR>=RESTART <PF3>=EXIT <PF12>=MAIN		

Figure 17

REPORT PRINT SELECTIONS

With this selection, the user can submit reports to be printed. The agency must have a printer that is addressable through CIO.

Select option 'P' on the Budget Detail Menu (Figure 4). The next menu (Figure 18) appears.

08/13/2003 13:47:23	STATE BUDGET DEVELOPMENT SYSTEM BUDGET PRINT MENU	ABD150M2 USERID BUDTEMPPP
PRINT AGENCY NUMBER: L48		
_ DETAIL OF EXPENDITURES		
START PAGE _____ END PAGE _____		
INCLUDE RECONCILIATION (Y/N) Y		
_ EMPLOYER CONTRIBUTIONS		
_ SOURCE OF FUNDS		
_ PERSONAL SERVICE SUMMARY		
ENTER AGENCY NUMBER, 'ALL', OR ANALYST CODE: ____		
<ENTER>=CONTINUE <PF3>=EXIT <PF12>=MAIN MENU		

Figure 18

The detail of expenditure with reconciliation, source of funds, personal service summary and/or employer contributions may be printed. You may print any or all sections of a worksheet by putting an "x" next to the appropriate part and <ENTER>. In order to print a page or a range of pages of detail of expenditure, enter the start page and end page. There is also an option of printing the corresponding reconciliation. Both the Source of Funds and the Personal Service Summary are generated documents that may be printed. If you wish to exit the system from a menu, press <PF3>. You will be returned to the main menu from which you may either choose another selection or exit from your session.

INQUIRY

Option 'T' allows inquiry to the budget detail records. Selecting this option will return this screen

08/13/2003 15:01:28	STATE BUDGET DEVELOPMENT SYSTEM BUDGET INQUIRY MENU	ABD105M0 USER ID BUDTEMPPP
<p>P - PERSONAL SERVICE SUMMARY</p> <p>S - SOURCE OF FUNDS</p> <p>T - DETAIL OF EXPENDITURE TOTALS</p> <p>X - EXIT</p> <p>PLEASE ENTER CODE: *</p>		

Figure 19

Option 'T' will show program totals for the detail of expenditure (see Figure 13).

Option 'P' will show the Personal Service Summary.

08/13/2003 13:19:34	PERSONAL SERVICE SUMMARY				ABD145M1 ASTEWA BUDTEMPPP
AGENCY NO. L48 S A M P L E A G E N C Y					
----- RECOMMENDED 2002-2003 -----					
BUDGET CODE	ESTIMATED TOTAL FND	ESTIMATED GEN FND	ESTIMATED FED FND	ESTIMATED EARMK FND	ESTIMATED RESTR FND
10114 EXECUT	86,929 (1.00)	86,929 (1.00)			
10158 CLASSI	12,319,396 (483.74)	11,115,549 (428.00)	478,847 (30.54)	725,000 (25.20)	
10160 UNCLAS	81,141 (1.00)	81,141 (1.00)			
10170 TOTAL	389,231	64,231	40,000	285,000	

TOTAL	12,876,697 (485.74)	11,347,850 (430.00)	518,847 (30.54)	1,010,000 (25.20)	
=====					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12C					
CONT EXIT A/C					

Figure 20

Option 'S' will show the Source of Funds

09/20/2001 13:21:17	STATE BUDGET DEVELOPMENT SYSTEM DISPLAY SOURCE OF FUNDS RECORDS	ABD165M0 USER ID BUDTEMP
AGENCY L48 S A M P L E A G E N C Y		
PAGE NO 030	2003-2004 -----	2004-2005 -----
LINE	ACTUAL	APPROP APPROP
NO	TOTAL FUNDS	TOTAL FUNDS GEN FUNDS
0100 I. GENERAL APPROPRIATION		
0300 A. BALANCE FROM PRIOR YEAR		
0400 B. GENERAL APPROPRIATION ACT:		
0500 REGULAR APPROPRIATION		
0600 ALLOCATION BY OFFICE		
0700 OF STATE BUDGET		
1100 C. SUPPLEMENTAL APPROPRIATION		
1200 D. SPECIAL ACTS		
1300 E. TRANSFERS FROM CIVIL CONTIN		
1400 F. TRANSFERS BETWEEN AGENCIES		
1500 G. LAPSED		
1600 H. CARRIED FORWARD		
CLR=CLR PF3=EXIT PF5=ACTUAL/CURR PF6=RECOM ENTER=CONT PF12=MENU		

Figure 20a

AGENCY REVENUE ENTRY

REVENUE ENTRY

INTRODUCTION

The revenue system was developed to give the user more current data so that he/she may produce more accurate production reports and have the very latest information at hand.

This user's guide will provide the user with instructions on how to maintain revenue records on the budget development system.

GENERAL SYSTEM OVERVIEW

Following are descriptions of the revenue system, including examples of all screens with instructions for using them.

Once logged on, you will see the budget options menu (Figure 2).

The new year revenue file is created from the ending appropriation/revenue data. Worksheets are created for each agency and adjustments to the data may be made.

If at any time you wish to exit the system from a menu, select option 'X'. You will be returned to the menu from which you may either choose another selection or exit from your session.

In order to execute the revenue maintenance system, **select option 'B'** from Figure 2.

The following menu appears:

08/13/2003 14:08:59	STATE BUDGET DEVELOPMENT SYSTEM REVENUE MENU	ARV100M0 USERID BUDTEMPP
***** THIS IS AN UPDATE TO THE REVENUE ***** ***** TEMPORARY FILE BUDTEMPP *****		
A - ADD REVENUE DETAIL RECORDS (110)		
L - LIST/MAINTAIN REVENUE DETAIL (120)		
S - LIST/MAINTAIN REVENUE SUMMARY (125)		
R - RENUMBER REVENUE PAGE (130)		
P - PRINT REPORT MENU (150)		
X - EXIT		
PLEASE ENTER CODE: *		

Figure 21

Selecting option 'A' on the revenue maintenance menu will allow you to add new revenue records to the master file.

ADD NEW REVENUE RECORDS

For additional information on the Revenue Summary records, see **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

The following display appears when **option 'A'** of the Revenue Menu (Figure 21) is selected (Figure 22).

08/13/2003

15:31:56

STATE BUDGET DEVELOPMENT SYSTEM

ADD REVENUE DETAIL RECORDS

ARV110M0

USERID

BUDTEMP

AGENCY: L48

PAGE: ***

T REV SCH SUB FEDERAL DESCRIPTION					
LINE	CD	OBJ	N/T	FUND	PROJECT ACTUAL YEAR CURRENT YEAR NEW YEAR
-----	--	----	---	-----	-----
----	-	----	--	----	-----
----					-----
----	-	----	--	----	-----
----					-----
----	-	----	--	----	-----
----					-----
----	-	----	--	----	-----
----					-----
----	-	----	--	----	-----
----					-----
----	-	----	--	----	-----
----					-----

<ENTR>=CONT

<CLR>=RESTART

<PF3>=EXIT

<PF7>=REVLIST

<PF12>=MAINMENU

Figure 22

The correct agency will appear and is protected. This prevents users from accessing another agency. Enter the page number.

The page number must be entered as a three (3) digit number. For example, page 5 must be entered as 005.

The line number must be entered as a four digit number with the major line divisions being 100's. i.e. lines are incremented by one hundred. Line 400, for example, would be entered as 0400.

When you are adding a new record and you enter a page and line number which are already in use, you will receive a message that the record already exists. Check the page and line number. If they are correct, then you should be updating the record instead of adding a new one. Use <PF12> to 'jump' to the menu and select >L=.

Enter as many as six new lines before <ENTER> key. <ENTER> key returns to a fresh screen.

If the data that you've entered thus far is valid, you will get the following display (Figure 4). For this example we have entered agency: L48, page 021, lines 0100, 0200, 0300.

08/13/2003 14:46:04	STATE BUDGET DEVELOPMENT SYSTEM ADD REVENUE DETAIL RECORDS	ARV110M0 USERID BUDTEMPP PAGE: 021
AGENCY: L48 S A M P L E A G E N C Y		
<div style="text-align: center;">T REV SCH SUB FEDERAL DESCRIPTION</div> <div> <div>LINE CD OBJ N/T FUND PROJECT </div> <div>ACTUAL YEAR CURRENT YEAR NEW YEAR</div> </div>		

0100 _ 4539 1 b 4313 _____	public defender application fee_____	
	3000000_____	3000000_____ 3500000_____
0200 _ 5701 1 b 4313 _____	court fees_____	
	5122672_____	5122675_____ 5122675_____
0300 _ 6601 1 b 4313 _____	investment earnings_____	
	50380_____	50380_____ 50380_____
<ENTR>=CONT <CLR>=RESTART <PF3>=EXIT <PF7>=REVLIST <PF12>=MAINMENU		

Figure 23

The items that you may enter on the screen are:

- * **TITLE CODE**
- * **SCHEDULE**
- * **SUB-FUND**
- * **REVENUE OBJECT**
- * **FEDERAL PROJECT NUMBER**
- * **DESCRIPTION**
- * **ACTUAL YEAR AND CURRENT YEAR AND NEW YEAR RECEIPTS**

Each item listed above is covered in the following paragraphs.

* **TITLE CODE**

The system is designed to generate most title lines. If a title line is being created, enter a 'T' in this field. This will tell the system that this record is a title line, and that an additional subtotal is required.

* **REVENUE OBJECT**

This code is similar to the budget object code in its function. The revenue object identifies a funding source to the comptroller general's office. This is also a required field for a detail record. It is not possible to create this field from the CG's data since the CG revenue format is not compatible to OSB.

* **SCHEDULE**

This 2 digit field denotes the category of revenue. The first digit in this field is the schedule number and must be 1 to 4. The numbers represent one of the following:

1. **RETAINED AND EXPENDED IN BUDGETED OPERATIONS**
2. **CREDIT TO THE GENERAL FUND**
3. **RETAINED AND EXPENDED IN NON-BUDGETED OPERATIONS**
4. **EARMARKED FOR PRINCIPAL AND INTEREST PAYMENT.**

The next field is the schedule type and must be either an "a" or a "b". "A" indicates federal revenue and "b"

represents all other revenue.

*** SUB-FUND**

Each agency has its own group of sub-fund numbers for a particular source of revenue. The number must correspond to the numbers that the comptroller general has on file for the particular agency. This is a required field for a detail record.

*** FEDERAL PROJECT NUMBER**

This number is assigned by OSB to some revenue sources and is used for analytical purposes in revenue reports. Not all revenue will have a federal project number.

*** DESCRIPTION**

This field describes the funding source and must be entered.

*** ACTUAL YEAR RECEIPTS**

This field contains the actual receipts for the previous year.

*** CURRENT YEAR RECEIPTS**

This field contains the estimated receipts for the current year.

*** NEW YEAR RECEIPTS**

This field contains the estimated receipts for the new budget year.

Enter up to eleven digits with no commas, decimals or leading zeros.

In the example, we have completed the required fields (Figure 24). After the data has been entered, press **<ENTER>** and the records will be added to the master file.

08/13/2003	STATE BUDGET DEVELOPMENT SYSTEM	ARV110M0
14:49:15	ADD REVENUE DETAIL RECORDS	USERID
		BUDTEMP
AGENCY: L48	S A M P L E A G E N C Y	PAGE: 021
T REV SCH SUB FEDERAL DESCRIPTION		
LINE CD OBJ N/T FUND PROJECT	ACTUAL YEAR	CURRENT YEAR NEW YEAR

0100 _ 4539 1 b 4313 _____	public defender application fee_____	
	3000000_____	3000000_____ 3500000_____
0200 _ 5701 1 b 4313 _____	court fees_____	
	5122672_____	5122675_____ 5122675_____
0300 _ 6601 1 b 4313 _____	investment earnings_____	
	50380_____	50380_____ 50380_____
3 REVENUE RECORDS ADDED TO FILE FOR AGENCY L48 PAGE NUMBER 021		
<ENTR>=CONT <CLR>=RESTART <PF3>=EXIT <PF7>=REVLIST <PF12>=MAINMENU		

Figure 24

HELP SCREEN

If an invalid subfund, or any other field, is entered, Figure 25 shows the help screen that is available by entering a '?' in the error field.

08/13/2003 14:43:31	STATE BUDGET DEVELOPMENT SYSTEM ADD REVENUE DETAIL RECORDS	ARV110M0 USERID BUDTEMPPP PAGE: 002
AGENCY: L48 S A M P L E A G E N C Y		
+-----More: >+		
T LINE CD	Select from valid Sub-Funds for Agency L48 or press <PF3> to Exit	CURRENT YEAR NEW YEAR
----		-----
0100		
---	1001 GENERAL FUND	
---	2001 RECORD SOY GF CASH ADJ	
---	2837 GENERAL REVENUE	
---	3003 DUAL EMPLOYMENT	
---	3035 OPERATING REVENUE	
---	3958 SALE OF ASSETS	
---	3986 MIDDLE GRADE REFORM IN	
---	4000 RESTRICTED FUND BUDGET	
---	4973 EDUC IMPROVEMENT ACT 1	
---	4158 SC SENATE HISTORIC TRU	
SUB-	END OF LIST	LID CODES
<ENTR>=		F7>=REVLIST <PF12>=MAINMENU
+-----+		

Figure 25

Enter 'x' beside the correct code and <ENTER>.

LIST/CHANGE/DELETE/ADD DETAIL

Selecting option 'L' on the revenue maintenance menu will allow you to list, add, change, delete detail revenue records.

The following display appears when option 'L' is selected (Figure 26).

Enter the page and starting line number and press <ENTER>. See page 26 for information on entering page and line numbers. If no line number is entered, the first line of data for this page will be shown.

08/13/2003 10:40:25	STATE BUDGET DEVELOPMENT SYSTEM LIST/MAINTAIN REVENUE DETAIL RECORDS	ARV120M0 USERID BUDTEMPP
AGENCY: L48 S A M P L E A G E N C Y		PAGE: ____ STARTING LINE: ____

	T	REV	SCH	SUB	FEDERAL	DESCRIPTION
SEL	LINE	CD	OBJ	N/T	FUND	PROJECT ACTUAL YEAR CURRENT YEAR NEW YEAR
----	----	----	----	----	----	-----
-	----	-	----	-	----	-----
-	----	-	----	-	----	-----
-	----	-	----	-	----	-----

<ENTR>=CONT <CLR>=RESTART <PF3>=EXIT SEL(A/C/D) <PF10>=TOTALS <PF12>=MENU

Figure 26

Enter 'C' (for change), 'D' (for delete) in the 'SEL' column of the appropriate record.

Records may be added on this screen, enter 'A' in the 'SEL' column and complete all information. See pages 27 & 28 for information on adding records.

The items that you may update on the screen are:

- * TITLE CODE
- * REVENUE OBJECT
- * SCHEDULE
- * SUB-FUND
- * FEDERAL PROJECT NUMBER
- * DESCRIPTION
- * ACTUAL YEAR, CURRENT YEAR AND NEW YEAR RECEIPTS

Each item listed above has been described earlier in this manual.

After the data has been entered, press <ENTER> and the record will be updated (Figure 27).

08/13/2003 14:10:06	STATE BUDGET DEVELOPMENT SYSTEM LIST/MAINTAIN REVENUE DETAIL RECORDS	ARV120M0 USERID BUDTEMPP
AGENCY: L48 S A M P L E A G E N C Y		PAGE: 021 STARTING LINE: ____

	T	REV	SCH	SUB	FEDERAL	DESCRIPTION
SEL	LINE	CD	OBJ	N/T	FUND	PROJECT ACTUAL YEAR CURRENT YEAR NEW YEAR
----	----	----	----	----	----	-----
-	0100	1	2822	1 A	5055	7890 MISC REVENUE
						5000 6000 8000
-	0200	1	2822	1 B	5055	7890 COURT FEES
						3500 6300 3000
-	----	-	----	-	----	END OF REVENUE DETAIL FOR E23 PAGE 021

<ENTR>=CONT <CLR>=RESTART <PF3>=EXIT SEL(A/C/D) <PF10>=TOTALS <PF12>=MENU

Figure 27

Use <PF10> key to show totals for agency's revenue (Figure 28).

08/13/2003	STATE BUDGET DEVELOPMENT SYSTEM	ARV135M0
------------	---------------------------------	----------

09:53:24	REVENUE SUMMARY RECOMMENDED BASE			USERID
AGENCY NO. L48	S A M P L E A G E N C Y			BUDTEMP
		ACTUAL	CURRENT	NEW YEAR
I. REVENUE RETAINED AND EXPENDED IN				
A. FEDERAL FUNDS				
1. GRANTS AND MATCHING FUNDS				
A. BALANCE FROM PREVIOUS YE		-146,854	-125,002	-125,002
B. RECEIPTS (DETAIL ON SCHEDULE I)		5,000	6,000	7,000
C. LESS BALANCE CARRIED FORWARD	125,002	125,002	125,002	
<hr/>				
TOTAL GRANTS AND MATCHING FUND		-16,852	6,000	7,000
<hr/>				
<PF3>=PREVIOUS <ENTER>=DOWN <PF12>=MAINMENU				

Figure 28

LIST/MAINTAIN REVENUE SUMMARY PAGE

For additional information on the Revenue Summary records, see **CORRECTING THE SKELETON DETAIL BUDGET** in the Budget Preparation Manual.

To change a record on the revenue summary page **enter >S=** from the Revenue Menu (Figure 20).

08/13/2003	STATE BUDGET DEVELOPMENT SYSTEM			ARV115M0
14:08:27	LIST/MAINTAIN REVENUE SUMMARY RECORDS			USERID
				BUDTEMP
AGENCY: L48	S A M P L E A G E N C Y			PAGE: 050
SCHED				
S LINE	NT	DESCRIPTION	ACTUAL YEAR	CURRENT YEAR NEW YEAR
<hr/>				
1A 1. GRANTS AND MATCHING FUND				
_ 0400	1A	A. BALANCE FROM PREVIOUS YEA	_____ -146854	_____ -125002 _____ -125002
_ 0600	1A	C. LESS BALANCE CARRIED FORW	_____ 125002	_____ 125002 _____ 125002
1A 2. INDIRECT/OVERHEAD COST RE				
_ 1000	1A	A. BALANCE FROM PREVIOUS YEA	_____	_____
_ 1200	1A	C. LESS BALANCE CARRIED FORW	_____ 234568	_____ 45689 _____
_ 1800	1B	A. BALANCE FROM PREVIOUS YEA	_____	_____
_ 2000	1B	C. LESS BALANCE CARRIED FORW	_____	_____ 567834
_ 4200	3A	A. BALANCE FROM PREVIOUS YEA	_____	_____
_ 4600	3A	C. LESS BALANCE CARRIED FORW	_____	_____
_ 5100	4B	A. BALANCE FROM PREVIOUS YEA	_____	_____
_ 5300	4B	C. LESS BALANCE CARRIED FORW	_____	_____
<ENTR>=CONT <CLR>=RESTART <PF3>=EXIT SEL(C/D) <PF10>=TOTALS <PF12>=MAINMENU				

Figure 29

The agency number is protected, the page number must be entered.

All Summary lines (used or not) are shown on this screen. Enter/change amounts for any needed summary line and **<ENTER>**. Use **<PF10>** to show agency's revenue summary totals.

RENUMBER A PAGE

There may be times when it is necessary to renumber a revenue detail or summary page. Select **option 'R'** from the main menu (Figure 21).

08/13/2003 14:12:34	STATE BUDGET DEVELOPMENT SYSTEM RENUMBER REVENUE DETAIL/SUMMARY PAGES	ARV130M0 USERID BUDTEMP
AGENCY: L48 S A M P L E A G E N C Y		
OLD PAGE NUMBER: *** NEW PAGE NUMBER: ***		
<ENTR>=CONT <CLR>=RESTART <PF3>=EXIT <PF12>=MAINMENU		

Figure 30

Enter the agency number, old page number and new page number, **<ENTER>**.

PRINT REPORTS

With this selection, the user can submit reports dealing with the revenue. In order to execute the print selection menu, **select option >P=** of the Revenue Menu (Figure 2). The next screen (Figure 31) appears.

08/13/2003 14:13:03	STATE BUDGET DEVELOPMENT SYSTEM REVENUE PRINT SELECTION MENU	ARV150M1 USERID BUDTEMP
PRINT WORKSHEETS FOR AGENCY: L48		
_ REVENUE SUMMARY		
_ REVENUE DETAIL		
*** MARK REQUESTED REPORTS WITH 'X' ***		
<ENTER>=CONTINUE <PF3>=PREVMENU <PF12>=MAINMENU		

Figure 31

You can print the revenue summary or detail or error report by putting an 'X' next to the one you need. The Error Report is a listing of non-fatal errors that have been incurred.

OSB CONTACTS

Lead Analyst Allan Kincaid 734-2278
Technical Support Beth Campbell 734-0649 Sonya Stewart 734-0647

CIO CONTACTS

Access to mainframe Technology Support Center (aka: Help Desk) at 896-0001.

Programming support Gloria Eller 737-9620